

# List of Documents and items to Prepare for In-Person Monitoring Visits (모니터링 방문시 체크사항들)

Please use this list to help you prepare for our in-person monitoring visits. We strongly suggest you go over this list MONTHLY, which will assist you to prepare for the upcoming in-person monitoring visits at any time.

- Copy of Enrollment Renewal Report (2022-2023 재등록 서류). This report is generated annually in September to renew the children's enrollment in the food program. Please have your copy readily available for review by our staff.
- Enrollment copies for new children (that are not on the renewal report). 2022-2023 재등록 기간 이후에 등록된 아이들 등록 서류 Please have your copies readily available.
- All children present in your daycare must have a food program enrollment or a declining form on file to show you introduced the food program prior to 1<sup>st</sup> day of care. This is part of our Civil Rights Regulation and enrollment forms show proof that the food program was introduced to the child.
- Are you following the meal service times you have scheduled with our agency? It is important to serve your meals according to schedule, as those are the times our monitors may arrive to monitor your meal services. Should you need to make any changes to your meal service times, please notify us in advance to receive approval. 에버그린과 정한 식사 시간 준수
- Are you in compliance with your license capacity? Please visit Community Care Licensing Department (CCLD)'s website for more information including children ratio and staff ratio. 라이선스 정원 규정 준수
- Are the CACFP Meal Pattern Charts posted in your kitchen? Here are the links to the **current Meal Pattern Charts**: 식단 차트  
  
[http://www.evergreencacfp.org/uploads/1654893757cacfp-child-meal-pattern-\(2022\).pdf](http://www.evergreencacfp.org/uploads/1654893757cacfp-child-meal-pattern-(2022).pdf)  
[http://www.evergreencacfp.org/uploads/1654893793cacfp-infant-meal-pattern-\(2022\).pdf](http://www.evergreencacfp.org/uploads/1654893793cacfp-infant-meal-pattern-(2022).pdf)
- Did you preplan your menus in advance on KidKare? (At least 2 hours prior to the meal service). We recommend you plan your menus on KidKare the night before or do cycle menus (weekly or monthly). We also highly suggest that you do not have identical menus within the same week. As part of the food program, we want you to offer variety to gain more nutritional value in different fruits and vegetables. 식사 메뉴준비

- All labels for the food items listed on your menus for the day of visit, plus 4 previous claiming days, will be requested. Please ensure that you save all your food labels that is currently in use, to allow our monitors to review them and ensure that the foods served meet CACFP requirements. Providers must save packages showing the products front label, list of ingredients, and nutrition facts label for ALL commercially prepared items which include and not limited to: All grain/bread items, yogurt, juices, tofu (if offered), and processed meat items (such as lunch meat, hot dogs, chicken nuggets, corn dogs etc.).  
음식 구성원의 팩케지 앞뒤 준비

Reminder: If you store food, such as grain components, in plastic containers, make sure to save the packaging for staff to review during monitoring visits. You can store the **actual** packaging in a box or folder. Images from online are not acceptable.

- Do you have the age-appropriate milks? Whole milk for your 1-year-olds and 1% or non-fat milk for children 2 and over. Please be prepared to present the milk carton(s) to confirm the milk fat % and the expiration date. 연령층에 맞는 우유 제공 및 팩케지 준비
- If you have children who cannot drink dairy milk, do you have a copy of the Evergreen's Milk Substitution Form that you submitted to our agency? 장애와 상관없이 우유를 대체 하는 음료제공시
- Signed Medical Statement for children with food allergies, do you have a copy of Evergreen's Medical Statement Form that you submitted to our agency? 데이케어 아이가 장애관계로 프로그램 식단차트 이외에 식단을 제공시 받으실 경우
- Are you recording your meal attendance on KidKare daily before 10PM? 매일 10 시이전에 식사 기록을 하시는지.
- Are you checking that your meal attendance saved? After recording the meal attendance on KidKare for the day, on the side tool bar select CALENDAR> SELECT ONLY ONE CALENDAR, IN THIS CASE SELECT THE **MEAL** CALENDAR. In the meal calendar you will see the initials for the meals where you successfully saved the meal attendance.  
기록하신 식사를 잘 저장이 되었는지 매일 재 검토 하시는지.
- Are you calling out **in advance** when not claiming a meal or closed for the day? 식사 제공 하지 않을시 에버그린에 미리 연락 하시는지
- Did you review your Claim Summary and Error Report for the previous claim month? By doing so, you'll know how many meals claimed have been processed and disallowed. To access this report on your KidKare account do the following: Click on Food Program > View Claims > Print Claim Summary Report. 매달클레임제출후 Claim Summary and Error Report 검토 하시는지
- Proof of payment for daycare license renewal fee (not applicable if you were recently licensed). Please ensure to email us your proof annually and keep a copy for your records. 데이케어 라이선스 재 갱신 페에먼트 증명

- For school age children, are you reporting **NO SCHOOL** on the child calendar when the children are not attending school? (I.e. Summer vacation, Spring break, Winter break) Ensure to do this before submitting your claim at the end of the month. To do so click on **Calendar** on the side tool bar> On the top section, select the **child calendar**> Then click on the drop down menu to select the name of the child you wish to access > Drag the **NO SCHOOL OR SICK** box to the applicable dates in which the child did not attend school.  
방학시 또는 학교에 등교하지 않을 경우 School age 아이들 No school 로 Kidkare 에 기입 하시는지
- For technical issues with KidKare, are you notifying our agency on the same day prior to 10PM?  
인터넷 또는 전기 문제로 클레임을 못하실 경우 그날 저녁 10 까지 에버그린에 이메일 또는 메시지를 남기시고 그날의 기록을 따로 하셔서 보내 주셔야 합니다.
- Do you have water available at all times? Ensure to show how you make water available for all children (i.e. water bottles, water dispenser, water in the pitcher with cups, etc.) 아이들에게 물을 어떤 방식으로 제공 하시는지
- Safety and Sanitation: Ensure to show our staff the area where you feed the children. 식사 제공/준비 하는 장소 가 청결하고 안전 한곳인지.

*Thank you for going over the list. We look forward to seeing you all in person.*